



***BYLAWS OF THE
CONNECTICUT VALLEY SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This Section of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the “SOCIETY”, shall be known as the Connecticut Valley Section, hereinafter referred to as the “Section”.

**BYLAW II
Objects**

Section 1. The objects of the Section shall be to promote chemistry as a science and as a profession, to increase chemical knowledge, to advance education and research in chemical science and industry, and to improve the qualifications of chemical scientists through high standards of education and professional ethics.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution and Bylaws of the SOCIETY.

**BYLAW III
Headquarters and Territory**

Section 1. The territory of the Section shall be assigned to it by the SOCIETY.

Section 2. The Section may be divided geographically into Subsections, as the Executive Board may deem appropriate.

***Effective August 13, 2010.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5)

BYLAW IV

Members and Affiliates

Section 1. The rolls of the Section shall include those MEMBERS, STUDENT MEMBERS, and Society Affiliates of the SOCIETY residing within the territory of the Section, provided that exceptions to this rule may be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. Local Section Affiliates may be accepted by the Executive Board on the recommendation of the Membership Committee. A Local Section Affiliate shall retain affiliate status only so long as payment is made of Local Section dues of not less than two dollars (\$2.00) per annum. Dues may be waived for regularly matriculated students specializing in chemistry or chemical engineering.

Section 3. MEMBERS, STUDENT MEMBERS, Society Affiliates, and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve as voting members of the Executive Board.

BYLAW V

Officers and Duties

Section 1. The officers shall be MEMBERS of the Section and shall be a Chair, Chair-Elect, Secretary, and Treasurer.

Section 2. The duties of the officers, described in detail in the Section's manual, shall be such as usually pertain to the offices they hold, and also any other duties that may be prescribed in the bylaws of the Section or in the Constitution and Bylaws of the SOCIETY.

Section 3. The Chair shall preside at Section meetings and the meetings of the Executive Board and is *ex officio* member of all committees. The term of office shall be for one year; the Chair is not eligible for immediate reelection.

Section 4. The Chair-Elect shall perform the usual duties of a vice-chair. The term of office shall be one year, after which time the Chair-Elect shall succeed to the Chair. To fill a vacancy in the office of Chair occurring during the term of office as Chair-Elect, the Chair-Elect shall serve as Chair *pro tempore*.

Section 5. The Secretary of the Section is also Secretary of the Executive Board. The Secretary shall keep a record of the proceedings of the Section and its Executive Board. The Secretary shall conduct official correspondence with the SOCIETY, maintain membership records, and issue meeting notices. The term of office shall be for one year; re-election is permissible.

Section 6. The Treasurer shall have charge of all the funds of the Section and shall make disbursements from them as approved by the Executive Board. The Treasurer shall make such reports as are required by the SOCIETY and shall also submit a report of the financial standing

of the Section at the January meeting of the Executive Board and at any other time when requested by the Board. The Treasurer's accounts shall be examined and audited by two auditors during the month of January and at any other time when requested by the Executive Board. The term of office shall be for one year; reelection is permissible.

Section 7. The Chair of the Section shall appoint subsection chairs, as required. Each such appointment shall terminate December 31 of each year.

Section 8. Two auditors shall be appointed by the Chair and shall serve for one year.

Section 9. The officers of the Section shall be allowed such sums of money to carry out the duties of their offices as may be provided by the Executive Board.

Section 10. Vacancies in Section offices, except that of the Chair, may be filled *pro tempore* for the remainder of the term by the Chair, with the consent of the Executive Board.

BYLAW VI Councilors and Alternate Councilors

Section 1. Councilors and Alternate Councilors shall be elected to represent the Section in the Council, in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws.

Section 2. Councilors and Alternate Councilors shall be elected from the MEMBERS for three-year terms. As nearly as possible, one-third (1/3) of the number designated by the SOCIETY shall be elected each year to provide rotation of terms.

Section 3. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Section shall appoint one of the Alternate Councilors to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for only one meeting.

Section 4. The Executive Board shall designate any Councilors to be disqualified under SOCIETY Bylaw provisions for reallocation of Councilors among the Local Sections.

Section 5. Any vacancy in the position of Councilor or Alternate Councilor may be filled *pro tempore* by the Chair, with the consent of the Executive Board, but only until the next annual election, when the position shall be filled for the remainder of the unexpired term.

BYLAW VII Executive Board

Section 1. The Executive Board shall consist of officers, Councilors, Alternate Councilors, Members-at-Large, and members holding appointive office, as defined below.

Section 2. The members of the Board holding elective office shall consist of the Chair, Chair-Elect, Secretary, Treasurer, Immediate Past Chair, Councilors and Alternate Councilors, and five Members-at-Large.

Section 3. Members-at-Large shall be elected each year for two-year terms. Reelection is permissible. Vacancies may be filled as provided for Section officers.

Section 4. The members of the Executive Board holding appointive office shall consist of the Section Archivist, the chairs of the Standing Committees (see below), and the subsection chairs, if any, subject to the provisions below.

Section 5. Membership on the Executive Board of each of the appointees given above shall require approval of the Executive Board members holding elective office. This approval shall be voted upon by not fewer than nine Executive Board members holding elective office. In all matters other than this approval procedure, all members of the Executive Board may vote.

Section 6. The Executive Board shall be the legal representative of the Section. It shall conduct the business of the Section, shall set the time and place of Section meetings, and may appropriate money.

Section 7. Meetings of the Executive Board shall be held at the call of the Chair or at the request of three members of the Board. Notices of meetings shall be sent to each member of the Board at least two weeks prior to the date of said meeting, and the principal items of business to be presented shall be stated in the notice. One-third (1/3) of the members of the Board shall constitute a quorum. The minutes of Executive Board meetings shall be made available to members of the Section.

Section 8. At the first Executive Board meeting of each calendar year, the Chair, Chair-Elect, Secretary, Treasurer, Section Archivist, and chairs of the standing committees of the previous year shall present final reports of their activities during their terms of office. The current Secretary shall summarize these reports for submission to the Council Committee on Local Section Activities through the Executive Director of the SOCIETY, and for dissemination to the membership as soon as possible.

Section 9. The rules of order in the conduct of Section meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be the most recent edition of *Robert's Rules of Order Newly Revised*.

BYLAW VIII

Recall of Elected Officials

Section 1. Any elected official of the Section is subject to recall for neglect of duties or conduct injurious to the SOCIETY. This recall procedure is not applicable to Councilors and Alternate Councilors.

Section 2. The recall of an official shall be initiated when a signed petition detailing the specific charges and substantiating evidence is submitted to the Chair from at least five voting members

of the Section. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the office of Chair with respect to this issue until the issue is resolved.

Section 3. The Chair shall seek an alternate resolution to the problem and a withdrawal of the petition. In the absence of a resolution, the Chair shall present the issue to the Executive Board as a new business item at the next Executive Board meeting.

Section 4. The Executive Board shall promptly continue the recall process, dismiss the petition as ill-founded, or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Board. The official shall be offered an opportunity to answer the allegations before the Executive Board. If the proceedings continue, the Chair shall assign the duties of the official to another qualified member of the Section until the issue is resolved.

Section 5. Reasonable effort shall be made to contact the official throughout this procedure, including a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the official shall have fourteen days to make a written response to the allegations. The Executive Board shall decide whether to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Board. If no contact with the official can be made after a reasonable effort, the Executive Board may remove the official in question with a majority vote of the remaining members.

Section 6. If the proceedings continue, the official shall choose one of the following options: (a) resignation; (b) request of a hearing and a recall vote by the remaining members of the Executive Board (A majority vote of the remaining members of the Executive Board shall be required to recall the official.); or (c) no response and thus forfeiture.

Section 7 The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The membership of the Section and the Executive Director of the SOCIETY shall be informed of the results of the recall process and the replacement of the official.

BYLAW IX

Election of Officers, Board Members-at-Large, Councilors, and Alternate Councilors

Section 1. The Awards and Elections Committee shall secure at least one consenting candidate for each elective office to be filled the following year and shall distribute the listing of said candidates to the Secretary not later than September 1.

Section 2. Other eligible candidates for any of the elective positions open may, with their consent, be added to the ballot by a petition signed by not fewer than 25 members of the Section, distributed to the Secretary not later than September 15.

Section 3. The Secretary shall prepare a ballot, listing the eligible candidates for each position, and distribute it to the membership of the Section not later than September 30.

Section 4. The Elections and Awards Committee shall receive and count the ballots cast, rejecting those improperly marked or received after October 31. A plurality of the valid ballots cast shall be sufficient for election; the Executive Board shall decide a tie vote. The Committee shall then distribute the results of the election to the Section Chair and Secretary, whereupon the Section membership shall be informed.

Section 5. The Officers, Members-at-Large, Councilors, and Alternate Councilors elected shall assume their duties on January 1, following their election.

Section 6. The results of these elections shall be certified promptly by the Secretary of the Section to the Executive Director of the SOCIETY, but not later than December 1 for results of elections of Councilors and Alternate Councilors.

BYLAW X Committees

Section 1. The committees of the Section shall consist of Standing Committees as defined below and such Special Committees as the Chair shall deem necessary for the conduct of the business of the Section. The terms of all Standing Committees shall coincide with the calendar year, and the terms of all Special Committees shall end not later than each December 31.

Section 2. The Chair shall appoint the chairs and members of Standing and Special Committees, except as otherwise provided. Board approval shall be required for appointments of committee chairs. Each such appointment shall terminate December 31 of each year.

Section 3. Standing Committees. There shall be four Standing Committees, with the Chairs of each given full voting rights on the Executive Board. The names of such committees are given below. Specific duties for each committee are provided in the job manual.

- a. Awards and Elections Committee shall be responsible for soliciting nominations for elected positions, conducting the election, and administering solicitation and selection of recipient of section awards. This Committee will be chaired by the most recent Immediate Past Chair, and will consist of two other members, at least one of whom is not a current Executive Board member.
- b. Communication Committee shall be responsible for dissemination of information to the Section membership.
- c. Education Committee shall be responsible for interactions with area schools and teachers in both Connecticut and Massachusetts.
- d. Outreach Committee shall be responsible for interactions with Section members and the broader community at large.

Section 4. Special Committees. The Chair of the Section may, after consultation with the elected members of the Executive Board, appoint additional Special Committees as necessary. The terms of these committees shall be defined in advance but shall not exceed one calendar year. The

Chairs of such Special Committees shall be *ex officio*, nonvoting members of the Executive Board.

BYLAW XI Business and Financial

Section 1. There shall be an official Section publication; the Chair of the Communication Committee shall appoint the Editor thereof. Each such appointment shall terminate December 31 of each year. Reappointment is permissible.

Section 2. The permanent records of the Section shall be in the care of a Section Archivist, appointed by the Chair, who shall be responsible also for maintaining a history of the Section. Each such appointment shall terminate December 31 of each year. Reappointment is permissible.

Section 3. The legal and fiscal years of the Section shall coincide with the calendar year.

BYLAW XII Amendments

Section 1. These bylaws may be amended by the Section following affirmative action by the Executive Board or petition by 35 members. This action or petition, together with the reasons therefore and a ballot, shall be sent by the Secretary to the membership of the Section for vote.

Section 2. The Secretary shall receive and count the ballots cast, rejecting those improperly marked or received later than six weeks from the date they were sent to the membership. The affirmative vote of two-thirds (2/3) of the valid ballots cast shall be required for ratification.

Section 3. Amendments to the bylaws, after adoption by the Section, shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY. The effective date of each amendment shall be the date of such approval, or a later one if specified.

BYLAW XIII Dissolution of the Connecticut Valley Section

Upon the dissolution of the Local Section, any assets of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Local Section, as is dedicated to the perpetuation of objects similar to those of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Local Section at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of *the* Code as may be in effect at *the* time of the Section's dissolution.